



# KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

## Vendor booth rental agreement

COMPANY NAME:

CONTACT PERSON:

ADDRESS:

CITY

STATE

ZIP

PHONE:

FAX:

E-MAIL:

I am registering the above-listed company to be a vendor at the Geology and Well Technology 2019 Seminar/Tech Fair being held on Tuesday, October 8 and Wednesday, October 9, 2019 at the Holiday Inn Wichita East -35, 549 S. Rock Road, Wichita, KS 67207.

Booths are on a first come/first serve basis. If you have a preference to location or need an electric outlet, please contact Deb Biester at 785-296-5524 to discuss. Please note that electrical outlets are VERY Limited. Each booth is 8' x 8' and is provided with a banquet table and chair(s). Booth rental is \$300 and registration and rental fee are due by June 28, 2019. You may pay by check and mail to:

KDHE, GWTU, Attn: Deb Biester, 1000 SW Jackson Street, Ste 420, Topeka, KS 66612-1367.

OR I wish to pay by credit card. ☐ VISA ☐ Mastercard ☐ Discover

Name on Card: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Booths Requested	Number of Electricity Plugs \$25.00 per plug	Number of power cords you wish to rent from Hotel (or bring your own) \$10.00 per cord	How many additional attendees at booth (A registration fee of \$65 will be required for each additional person)	I would like to be a sponsor. Please call me at number listed below	I would like to donate give-away-item. Type of item if you know now or tell us later
			Name: Name: Name:		

Booth setup will start on Tuesday, October 8 at 7:00 am and tear down will be on Wednesday, October 9 starting at 3:00 pm. (We are looking at the possibility of setup beginning on the evening of Monday, October 7.) You will be able to ship your contents to the hotel within one or two days of event. Please contact Deb Biester at 785-296-5524 for name of Hotel contact person to make arrangements.

## OFFICIAL USE ONLY

BOOTH #	DATE PAID	CHECK NUMBER	CREDIT CARD	AMOUNT

**Thank you for your business**